

DD/M&S 74-2777

25 JUL 1974

Mr. Leonard Garment
Assistant to the President
The White House
Washington, D. C. 20500

Dear Mr. Garment:

Thank you for your letter of 9 July 1974 to the Director. He and his Deputy, Lieutenant General Vernon A. Walters, regret that they will be unable to attend the special briefing of 31 July 1974 relating to the Federal Design Improvement Program.

STAT [redacted] Chairman, Fine Arts Commission, and I, are the appropriate Agency officials to attend the session in the Executive Briefing Room at 2:30 p.m. on 31 July 1974.

STAT [redacted] is responsible for guiding the environmental policy of the Agency, particularly as it relates to office design and layout. As Deputy Director for Management and Services, I am responsible for technical and administrative support to the Agency, which also encompasses the areas of architecture and graphics.

If there are any questions in connection with this matter, I can be contacted in Room 7D 26, [redacted]

STAT

Sincerely,

[redacted]
/s/John E. Blake

John F. Blake
Deputy Director
for

Management and Services

STAT EO-DD/M&S:[redacted] kmg (24 Jul 74)

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